

Personal Information

[Dalia Mahmoud Serhan]

2010

Personal Information-Dalia

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Curriculum Vitae

- ✚ **Name** : Dalia Mahmoud Ibrahim Serhan
- ✚ **Place of Birth** : Palestine-Gaza
- ✚ **Gender** : Female
- ✚ **Religion** : Muslim
- ✚ **Address** : Gaza-Al Thalathini St-in front of San John Clinique.
- ✚ **Mobile Nu.** : 0599 – 144675
- ✚ **Citizenship (Nationality)** : Palestinian
- ✚ **Date of Birth**: 29th-Jan, 1986
- ✚ **Martial Status** : Married
- ✚ **Health** : Good
- ✚ **I D Card No.** : 8 0137914 0
- ✚ **E-Mail** : dalia-2@windowslive.com

✚ Experience Background Certificates:

1. A student in Al-Quds Open University (English Education Department).
2. A 2Year- Diploma from G.T.C (Gaza Training College), which is known by (UNRWA Institute), in Industrial Electronics & Computer Technology (2006).
3. High Secondary School from Tal-El- Za'ter Secondary Girls School (2004)

✚ Working & Experiences :

1. An Assistant of General Director in Basma Society for Culture & Arts (from 1st of Feb, 2010 till now).
2. An Administrative Assistant in Theatre Day Productions (TDP-Ayyam El-Masrah) From 25th of March- 2007 till 31th of December, 2010- (Around 3 years of professional experience in Management , administration assisting and communication skills by working cooperating with the other NGOs and associations).
3. Coordinating with UNRWA schools and-Human rights Department and Ministry Of Education schools and NGOs, for the main activities of TDP as

(Animation and Drama workshops, Kids for Kids projects, performances of different plays, and graduation project of a 3year academic diploma of TDP).

4. Three years experience in reporting and formal writing skills in both English and Arabic.

5. Translating in many workshops:

- ✚ A technician workshops in Designing Lighting with Philippe Andrieux (French Lighting Designer) ...
- ✚ Animation workshop which had been executed in 2008 by Swedish Animation group (Marika).
- ✚ Translating in important meetings with foreign donors.

6. Working as manager assistant in the program "Express yourself" during Summer Games of the "Job Creation Program- UNRWA"-TDP From 1st of May to 30th of August, 08...

7. Working as manager assistant in the program "Express yourself" during Summer Games of the "Job Creation Program- UNRWA"-TDP From 1st of May to 30th of August, 08...

8. Working as Manager Assistant in UNRWA Summer Games program "Express yourself" coordinating with TDP *(Theatre Day Productions) in the period between 1st of May and 30th of August, 08...

9. Working as Administrative Assistant in UNRWA Summer Games program "Drama For Young Talent" coordinating with TDP (Theatre Day Productions) in the period between 1st of May and 20th of August, 09...

✚ **Courses & Skills:**

1. A certificate in "Cultural, social and Economical Human Rights" from (Al-Mizan Center for Human Rights) in partnership with

2. A certificate of achievement in "Projects Management", from "Jumpstart company" (2010).

3. A certificate of achievement in ICDL Office 2003 (International Computer Driving License) from Link Information Technology Company (60 Hrs)...

4. CISCO Course From G.T.C (Gaza Training College), which contains the networking & computer management configuration routers.

5. Maintenance A,B: Software & Hardware (Studying in G.T.C & Training in Link IT& Jerusalem IT companies).

6. Training in Fusion company in connecting LANs and during the training:

✚ Computer Maintenance Software & Hardware.

✚ Wireless.

✚ Networking:

a. *Hardware (cables).*

b. *Software: LANs & WANs configuration).*

✚ A course in JA Worldwide Company (Bader) titled by "The Project Of Life".

7. A course in Financial Analysis.

8. Excellent reporting and formal writing skills in both English and Arabic.

✚ **Hobbies:**

1. Singing
2. Acting and watching drama and theatrical performances.
3. Writing stories and reading the international stories and plays.
4. Cooking
5. Playing sport

✚ **Language:**

6. Native Language (Arabic): Reading, Writing & speaking (excellent)...
7. English: Reading, Writing & speaking (very good)...